

First Aid Policy

St Joseph's Catholic Primary School

This policy is written, following the guidelines given in the document 'Guidance on First Aid for Schools' published by the Department of Education.

It is St Joseph's School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work regulations 1999.
- To ensure that the provision is available at all times while people are on the school premises, off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents (via the website) of the School's First Aid arrangements.
- To keep accident records and to report to the Health and Safety Executive as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Duties and Responsibilities

The Governing Body is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, pupils and visitors (including contractors).

The Headteacher must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Headteacher should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. The Headteacher should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures and staff training is given in response to need.

All staff are expected to do all they can to secure the welfare of the pupils.

They need not be a First Aider but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider must have completed a training course approved by the Health and Safety Executive and be updated every three years. He/she will:

- Be contacted to give immediate help to casualties if required during lesson time or break time. Any pupil complaining of illness or who has been injured is to be sent to the school office (accompanied where possible) for the Appointed person/ First Aider to inspect and, where appropriate, treat.
- Look after the first aid equipment e.g. restocking the first aid boxes/bags in the allocated places.
- During lunchtime any pupil complaining of illness or who has been injured is to be sent to the lunchtime assistants who will inform the staff as soon as possible and the first aider will be contacted.
- All incidents are to be recorded in the Accident Folders as appropriate
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on medical forms) should be contacted as soon as possible so that the pupil can be collected and taken home.
- If the situation is life threatening or of cause for concern, any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent/carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions.

Reporting

- The Headteacher or most senior teacher on site will be informed of any serious injury occurring that day.
- All incidents, injuries, head injuries and treatments are to be reported in the Accident Folders in the Green Room and classrooms or the Minor Incident book kept by dinnertime assistants.
- Parents will be informed of a head injury by a telephone call or text message.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the Health and Safety Executive.

1. Involving employees or self-employed people working on the premises.
2. Involving pupils and visitors.

The Headteacher is responsible for ensuring this happens.

Record Keeping

The Headteacher or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas of improvement. They also help to identify training or other needs and may be useful for insurance or investigative purposes.

The local governing committee, who hold the Governor's responsibility of health and safety, are informed of all accidents reported to the Health and Safety Executive.

Administering of drugs and medicines

Medicines should not normally be brought in to school and must only do so in accordance with the School's Managing Medication Policy.

First Aid Boxes

All school first aid boxes and bumbags are coloured green (clear boxes in classrooms) and are clearly identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.

First Aid boxes are located in:

- Every classroom, including nurse's
- The Green Room
- The School Office
- The School Kitchen

Bumbags, complete with first aid equipment, are located in the Green Room for off site visits. All first aid boxes/bumbags are stocked in accordance with Health and Safety Executive recommendations.

Accommodation

The School's Medical room is the Green Room. Although this is a dual purpose, the provision of first aid and medical usage will have absolute priority.

Appendix 1

Health and Safety Officer: Executive Headteacher Mrs. D Cushlow

First Aiders:

EYFS:

Mrs. D Hill	Paediatric First Aid
Mrs. N Jacklin	Paediatric First Aid
Mrs. S O'Leary	Paediatric First Aid

Main School:

Mrs. T Ward	Paediatric First Aid
Ms. L Burgess	Paediatric First Aid and First Aid at Work
Mrs G Sant	Paediatric First Aid

Appendix 2

Appointed persons to contact Emergency Services:

Executive Headteacher: Mrs. D Cushlow
Deputy Headteacher: Mr. A Morris
School Business Manager: Mrs. P Swanston
School Administer: Mrs. C Casey